

**SAMPLE REQUEST FOR SEPARATION FOR CAUSE**

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR: (AGR SOLDIER)

SUBJECT: Separation for Cause

1. Reference: Chapter 6-5, NGR 600-5 AND AR 135-178.
2. I am initiating action to involuntarily separate you from the AGR Program for (state reason(s). If you are separated, your service may be characterized as (Honorable, General under honorable conditions, or under other than honorable conditions).
3. The reasons for my proposed action are: (state reasons, justification, and ensure to enclose all supporting documentation).
4. I am suspending action for 15 days to give you an opportunity to exercise the following privileges:
  - a. To consult with consulting counsel. (i.e. SJA)
  - b. To submit statements in your own behalf.
  - c. To request voluntary release from AGR status in lieu of involuntary separation.
5. The final decision as to whether you will be separated and the character of service you will receive rests with the separation authority (OTAG). If your service is characterized as less than honorable, you may expect to encounter substantial prejudice in civilian life.
6. If your rebuttal is not received within 15 days of this notification, this request for separation will be forwarded to the separation authority.

Encl  
As

SIGNATURE BLOCK

Acknowledge Receipt: \_\_\_\_\_  
(Signature and date)

I do/do not intend to submit a rebuttal: \_\_\_\_\_